



# FY 2021 BUDGET HEARING

## Town of Capitol Heights

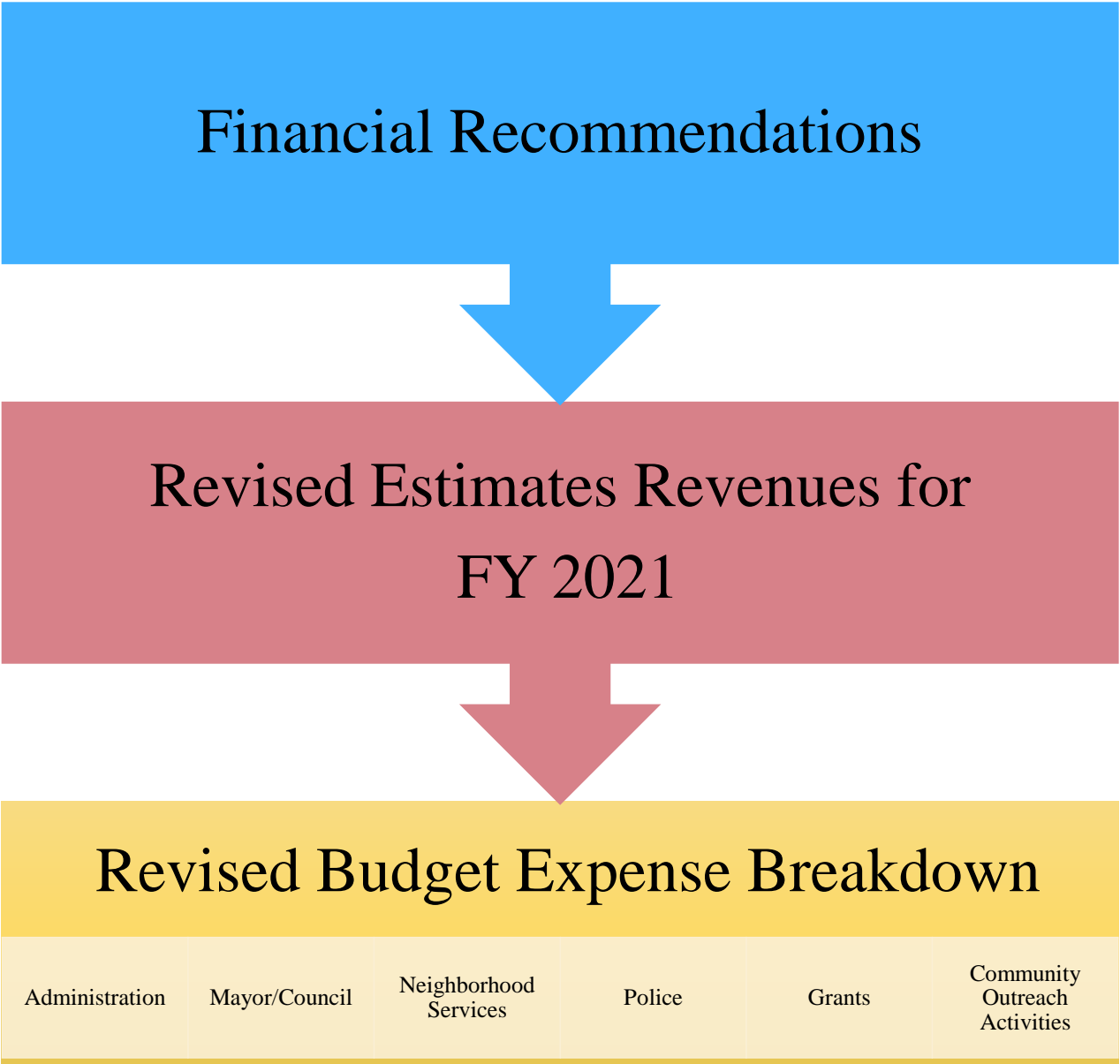
Update June 15, 2020



# PRESENTATION OVERVIEW

Tonight's Topics

June 15, 2020



# FINANCIAL RECOMMENDATIONS

## Cash Management

The Town needs to address the cash management and the payment of bills in a timely manner. Currently, the town has balance on it purchasing cards and staff is reconciling several months statements.

## Finance Manager

The Town has used a outside accounting firm and clerk position. It is recommended that the Town considers upgrading this position

## Freeze Unfilled Positions

These are unique financial times and the Town should consider freezing replacement hire until after the start of 2021

## Seek Reimbursements

The Town should seek more timely reimbursement of funds. An example is the COVID 19 Grant funding which is on a tight timeline



# ESTIMATED REVENUES

*FY 2021*



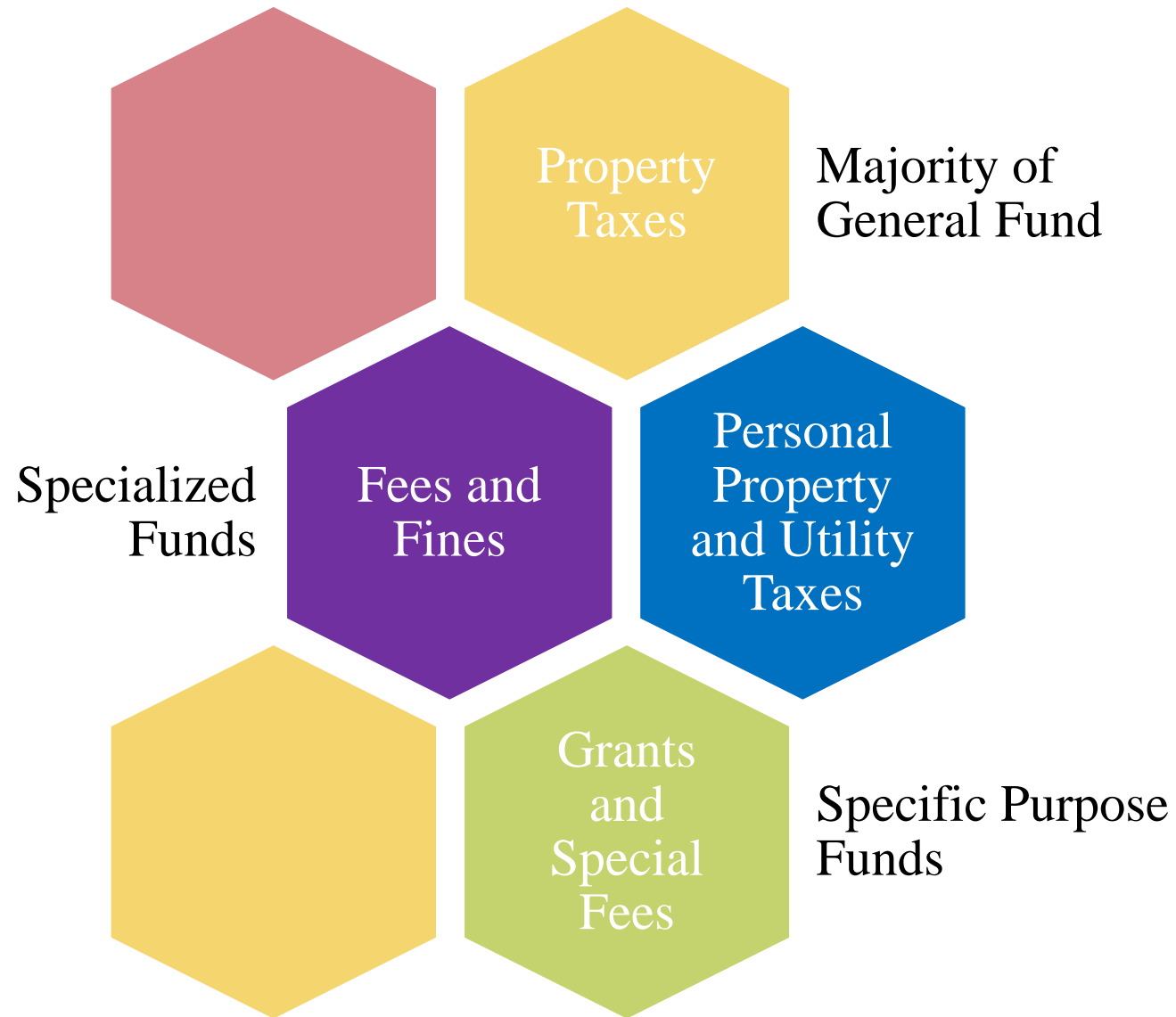
## TAX RATE – NOTE (REMINDER)

The Tax Rate for town residents in Fiscal Year 2021 is the Town of Capitol Heights Constant Yield Tax Rate during Fiscal Year 2021 (\$0.3742). The Assessment of Real Property Values in the Town continues to increase. Whenever the assessments increase the CYTR is lowered to offset the increase in assessments.

In this years' budget the Town has proposed to raise the tax rate to (0.4200). This increases the tax base by approximately \$139,500.



# FUNDS OVERVIEW



# REVENUES FY 2021

LINE ITEM-DESCRIPTION	Approved 20 Budget	FY 21 CY .3742	FY 21 - .4200 CY	MBH Notes
Real Estate Taxes				
40100 - Real Property Taxes	1,140,226	1,139,632.20	1,279,116.00	New Tax Rate .4200
40200 - Previous Year Taxes				
40300 - PG Co Tax Liens	17,500	17,500.00	17,500.00	No Change
40400 - Municipal Charges				
Total Taxes	1,157,726	1,157,132.20	1,296,616.00	
Personal Property Taxes				
40400 - Personal Property Taxes	259,336	263,836.00	254,800.00	Stays Consistent
40500 - Real Property (Utilities)	133,000	135,200.00	135,200.00	Stays Consistent
Total Property Taxes	392,336	399,036.00	390,000.00	
State Taxes				
40600 - Local Income Tax	340,000	308,000.00	308,000.00	Reduce
40700 - Amusement Tax	1,200	1,200.00	1,200.00	consistent
40800 - Highway Users Tax	118,433	98,400.00	75,000.00	may retain some/ \$75K 5/20
Total State Taxes	459,633	407,600.00	384,200.00	
License, Fees, & Permits				
41701- Vacant Lots	33,000	27,000.00	15,000.00	Venus
41702- Abatement Income	3,000	3,000.00	500.00	Venus
40900 - Asset Forfeiture (drug busts)			0.00	
41000 - Verizon Franchise Fee/Application	65,000	65,000.00	65,000.00	Need to Review
41100 - Business License	33,000	30,000.00	25,000.00	
41200 - Rental License	20,000	15,000.00	10,000.00	Venus
41300 - Building Permits	6,000	5,000.00	5,000.00	
41400 - Parking Permits	750	750.00	750.00	
41500 - Comcast Grant				
41600 - Tipping Fee Rebate	10,723	10,723.00	10,723.00	
Total License, Fees & Permits	171,473	156,473.00	131,973.00	



# REVENUES FY 2021

Grants				
42307 - MD Bike Ways Grant	50,000		0.00	No new grant
TBD - Community Legacy - 2017	150,000		70,000.00	Remaining funds
TBD - Community Legacy - 2018	100,000		100,000.00	
TBD - USDA Vehicle	-		35,000.00	Police Cars
42322 - Transportation Grant	68,652	0.00	0.00	Complete
42333- Stormwater Stewardship	190,000		0.00	
42332-NED 19	100,000		0.00	
42331- Community Legacy -2019	43,619		0.00	TBD Applied funds
42330-CDBG 44	201,243		201,243.00	
42507-CDBG 45	400,000		400,000.00	
TBD - COVID-19 CFR	276,000		250,000.00	
USDA Community Facilities-PD	-			
Total Grants	1,579,514.30		1,021,243.00	
Police Dept Revenue				
41700 - State Aid for Police	56,785	58,757.00	59,000.00	Need New Number PD
42600 - Traffic Tickets/Citations	20,000	10,000.00	10,000.00	Reduce
42800 - Impounds	11,000	9,000.00	4,000.00	Reduce
43000 - Fingerprints	16,000	20,000.00	7,500.00	Reduce
42702 - BJAG Income	-			
42701 - Speed Camera Receipts	140,000	95,000.00	90,000.00	
Total Police Dept Revenue	243,785.00	192,757.00	170,500.00	



# REVENUES FY 2021

Other Revenue				
43300 - Refuse Collection	563,310	563,310.00	563,310.00	No Change
43500 - Interest & Dividends	20,000		17,500.00	
43600 - Misc Receipts	10,000		120,000.00	BOND Reimbursements
42900- Code Enforcement	7,500		4,000.00	Venus
43800 - Call A Bus	3,250	1,250.00	1,250.00	Venus
Previous Year End Balance			500,000.00	
Transfer from Reserves		100,000.00	105,000.00	Payment to Bond
Total Other Revenue	604,060.00		1,311,060.00	
Misc Revenue				
44200 - CH Day Donations	4,000	4,000	4,000	
44002 - CH Day Vendors	1,200	1,200	1,200	
44400 - Sponsorship & Marketing	3,000	3,000	3,000	
44700 - Community Garden			500.00	
44800 - College Tour			500.00	
Total Misc Revenue	8,200.00		9,200.00	
Total Revenue Budget	3,037,213.00		3,523,049.00	



# TOWN OPERATIONS

*FY 2021*

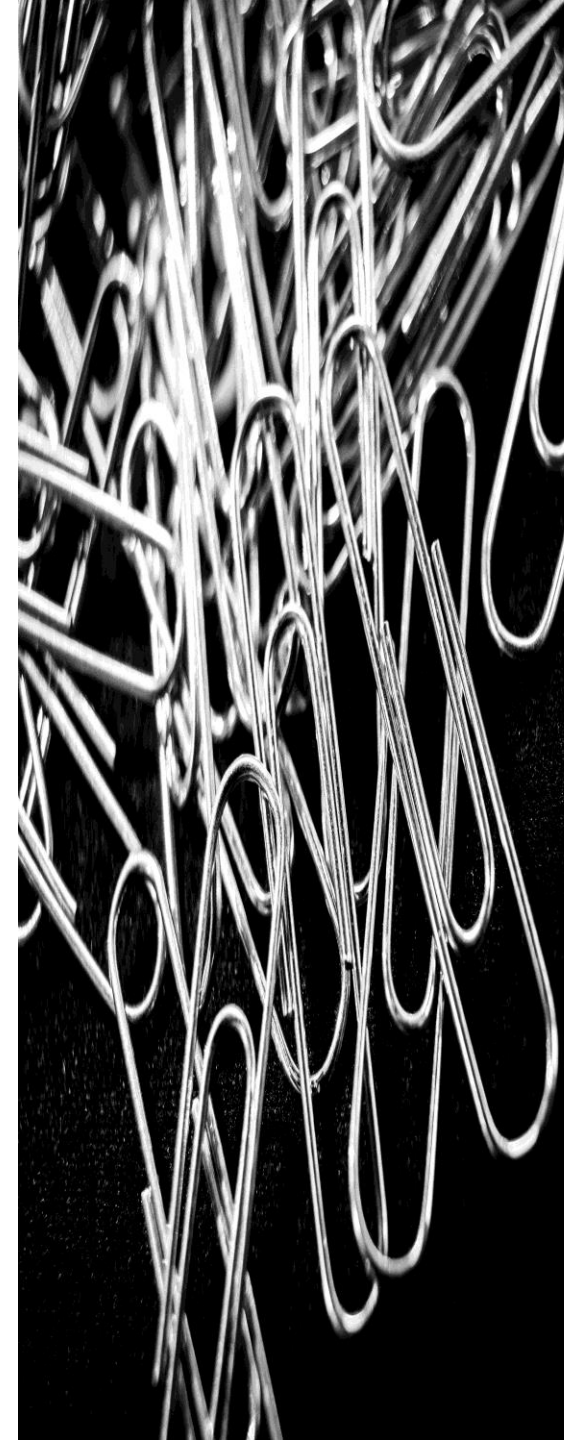
# Town Administration

**Salary and Benefits:** This category represents funding allocated for staff salaries and benefits, including health insurance premiums, life insurance, payroll services, ICMA (retirement) contributions and administration fees, and unemployment insurance benefits.

**General Expenses:** This category represents costs associated with the day to day operations of the Town government including professional development training for staff, membership dues and subscriptions, expense account for the Town Administrator, office equipment rental leases, computer supplies, postage, cell phone costs, office supplies, and costs for an annual employee Holiday party.

**Insurance:** This category represents the administration portion of charges for police and public liability insurance, as well as property, land, and vehicle coverage provided through Local Government Insurance Trust. Chesapeake Employer's Insurance Company is the insurance provider for work related injuries. The costs are based on premiums paid monthly.

**COVID Expenses:** Line Items for Items Approved in the recent grant from the County.

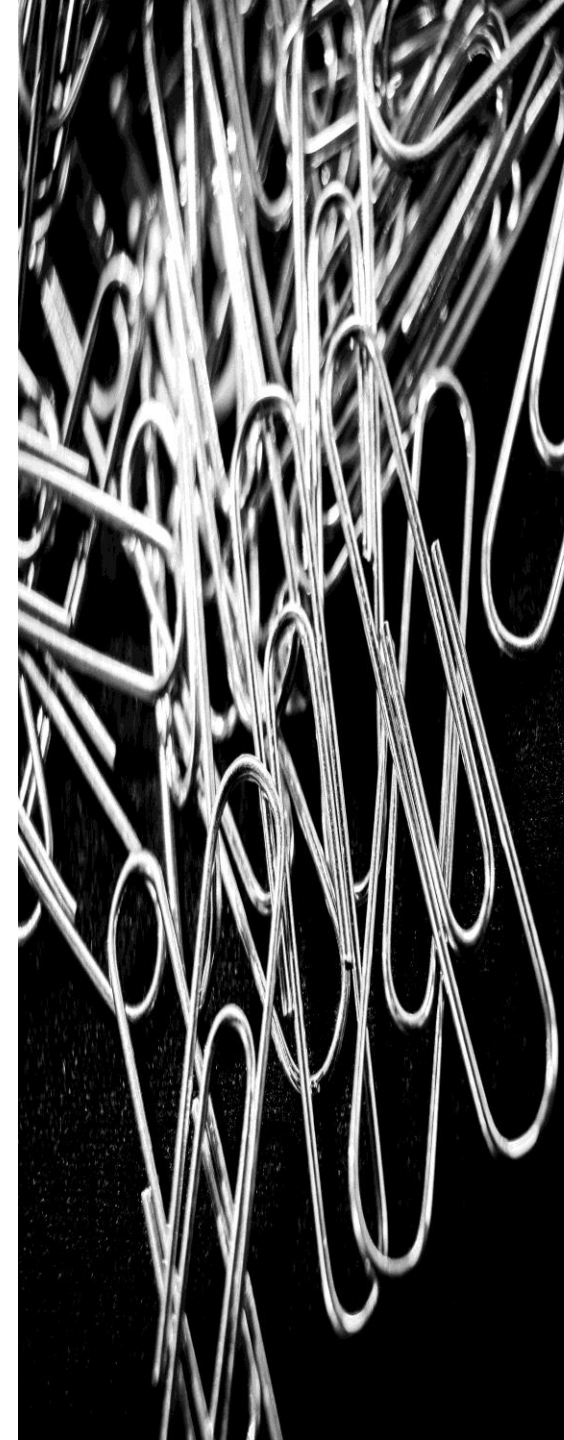


# Town Administration

**Administrative Services:** This category includes the cost for accounting service for the finance division, advertising costs associated with solicitation for RFPs (requests for proposals), audit fees, computer support (IT), WEBQ&A support, economic development, legal fees, and bank charges. The economic development is considered under the Capitol Outlay section of the administration department.

**Economic Development and Miscellaneous Expenses:** This category represents the proposed expenditures for developing, acquiring, and or improving property within the Town, and can also include projects relating to revitalization of the downtown

**Building Maintenance:** This category covers the expenditures related to routine building repairs and maintenance (covered under the Neighborhood Services Department), utility bill payments, office furniture replacement and purchases, pest control services at Town Hall, expenditures for the alarm system at the Town Hall, costs associated with telephone and faxes, and charges from WSSC.



# ADMINISTRATION

*FY 2021 Revised Draft*

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed Budget
Total Salaries & Benefits	248,227.36	240,350
Total Admin Expenses	139,325.00	130,350
Total General Expenses	68,850.00	53,850
Total Insurance Expenses	137,292.00	145,759
Total Building & Maintenance & Repairs Expenses	15,000.00	14,000
Total COVID Grant Expenses	25,000.00	107,603
<b>Total Administration Department</b>	<b>\$633,694.36</b>	<b>\$585,109</b>

# ADMINISTRATION

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
Administration		
Salaries & Benefits		
54006 - Salary Employees	215,692	210,400
TBD- COVID Interns	-	7,200
54003 - Salary Overtime	3,000.00	3,000
TBD- COVID- Payroll Expenses		700
54005 - Payroll Taxes	17,255.36	16,850
54002 - Health Insurance	9,280.00	12,000
54001 - Life Insurance	1,000.00	1,000
54004. - ICMA Contributions	2,000.00	2,000
Total Salaries & Benefits	248,227.36	240,350
Admin Expenses		
53123- Fire Department Donation	1,000.00	1,000
53145 - Back to School School Supply Giveaway	500.00	500
53171 - Veterans Day Expense	250.00	250
53178 - Trips (Shopping/Tours)	300.00	300
53183 - Holiday Season Dinner	1,000.00	1,000
54116 - ICMA Admin Fees	1,000.00	1,000
54117 - Payroll Services	5,000.00	5,000
54112 - Accounting Services	10,500.00	3,000
54111 - Advertising	3,000.00	3,000
54110 - Audit Fees	21,500.00	21,500
54114 - IT/Media Contractor	20,000.00	20,000
54113 - WebQ Software Support	9,500.00	9,500
TBD- COVID - WebQ Software Expense	-	15,000
54115-Website/IT Management	5,000.00	5,000
54109 - Economic Developer/Annexation	27,500.00	20,000
54108 - Legal Services	30,000.00	35,000
51060 - Classification Analysis	2,000.00	0
54107 - Bank Charges	4,325.00	4,300
Total Admin Expenses	139,325.00	130,350

General Expenses		
50550 - Professional Development	2,000.00	2,000
54303 - Cell phones	7,000.00	7,000
54304 - Postage	4,000.00	4,000
54306 - TA Expenses	600.00	600
54307 - Petty Cash Expenses	500.00	500
54309 - Computer Supplies	20,000.00	5,000
TBD- COVID - Compter Supplies Expenses	-	50,685
54310 - Office Supplies	9,000.00	9,000
54311 - Equipment Rental	11,000.00	11,000
54301 - Dues & Subscriptions	2,750.00	2,750
54300 - Newsletter & Marketing	830.00	800
54302 - Telephone & Faxes	12,000.00	12,000
Total General Expenses	69,680.00	54,650

# ADMINISTRATION

Revised Draft

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
Insurance Expenses		
54201 - Unemployment Insurance	3,500.00	3,500
54203 - Liability Insurance	50,000.00	50,000
54202 - Workers Comp Insurance	83,792.00	92,259
Total Insurance Expenses	137,292.00	145,759
Building Maintenance & Repairs Expenses		
54406 - Electricity	6,000.00	6,000
54405 - Gas Heating	2,000.00	2,000
54401 - Office Furniture	2,000.00	1,000
54404 - Pest Control	1,500.00	1,500
54403 - Alarm Security	3,000.00	3,000
54402 - WSSC Water	500.00	500
Total Buidling & Maintenance & Repairs Expenses	15,000.00	14,000
TBD- Cenus Grant Expenses	1,500.00	7,500
TBD- COVID - Food Program		10,000
TBD- COVID - COMMUNITY GRANTS		39,018
TBD- Total COVID Grant Expenses		107,603
TBD- Verizon/Comcast PEG Funds	25,000.00	10,000
Total Grant Expenses	25,000.00	174,121
Total Administration Department	634,524.36	585,109

# TOWN COUNCIL

## *Expenses – Part 1*

**Council Salaries:** This item represents the stipend paid to the Mayor and Council and includes payments to Social Security.

**Travel and Conferences:** This category represents all costs associated with the Mayor and Council attendance at various conferences and workshops

- Council Meeting Expense – is the cost associated with hosting various council meetings and work sessions
- Council Event Travel - is the amount appropriated for expenses related to per diem, meals, and lodging associated with attending conferences and meetings.

## **Membership and Registration**

This category comprises the cost of dues and membership for the majority of the conferences and meetings attended by the Mayor and Council.

## **Council Expenses (\$1,500 per person)**

- This category represents an expense account established for the Council at \$1,500 per council member. \$1,500 is established for the Mayor.



# TOWN COUNCIL

## *Expenses – Part 2*

### **Council Expenses Continued**

- Flowers,/Plants/Gifts – this is a proposed budget for condolences, flowers, etc. sent on behalf of the Mayor, Council and Staff to illnesses and bereavement of staff, elected officials, and prominent citizens, and/or their immediate family member of the Town or nearby jurisdictions

### **Committee Expenses**

- The Mayor and Council of the town of Capitol Heights operate seven standing committees: Ethics and Legislation; Communication and Outreach; Community Health and Environment; Recreation, Education and Television; Neighborhood Services and Public Safety; and Planning and Economic Development. Each Council Member's Committee has been appropriated \$2000.00 for community programming. These community events must be approved by a majority of the council.

**COVID Expenses:** Line Items for Items approved in the recent grant from the County.



# TOWN COUNCIL

*FY 2021 Revised Draft*

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed Budget
Total Salaries & Benefits	50,585	50,585
Total Admin Expenses	12,700	11,700
Total General Expenses	7,785	8,285
Total Travel & Conferences	15,000	15,000
Total Community Programs	25,880	24,000
Total Mayor/Council	\$111,950	\$109,570

# TOWN COUNCIL

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
Mayor & Council		
Salaries & Benefits		
63100 - Council Salaries	47,000	47,000
63101 - Mayor and Council Payroll Taxes	3,585	3,585
Total Salaries & Benefits	50,585	50,585
Council Admin Expenses		
63102 - Mayor's Expenses	2,500	1,500
63103 - Council Expenses		
Council Member Cason	1,500	1,500
Council Member Brown	1,500	1,500
Council Member Ford	1,500	1,500
Council Member Williams	1,500	1,500
Council Member Chew	1,500	1,500
Council Member Akers	1,500	1,500
63104 - Ethics Council Exp	1,200	1,200
53030- Councill Meeting Expenses		
Total Council Admin Expenses	12,700	11,700
General Expenses		
53102- Toastmasters		500
63105 - MML Annual Registration	3,700	3,700
63106 - Mayor's Association	500	500
63112 - PGCMA	950	950
63111 - Women In Government Service	250	250
63110 - MD Black Mayor's Association	750	750
63109 - PG Elected Women's Association	60	60
63108 - National league of Cities	1,000	1,000
52516 - NAACP		
52517 - People for Change Coalition		
63114 - Flowers/Plants/Gifts	500	500
63113 - Women in Municipal Government	75	75
Total General Expenses	7,785	8,285

# TOWN COUNCIL

*Revised Draft*

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
Standing Committees		
53170 - Capitol Heights Day	10,000	10,000
52100- Education Activities	2,000	2,000
53300- Neighborhood Services Activities & Police	2,000	2,000
53400- Communication and Outreach Activities	2,000	2,000
53500- Community Health and Environment Activities	2,000	2,000
53600- Planning and Economic Development Activities	2,000	2,000
53800- Recreation Activities	2,000	2,000
TBD - Mayor's Referral Committee	2,000	2,000
Total Standing Committees	24,000	24,000
	110,070	109,570

# POLICE DEPARTMENT

## *Expenses FY 20201*

**Salaries and Benefits:** This item represents salaries paid to the Chief and officers including civilian personnel and includes payments to Social Security, costs for Field Training Officers (FTO) officer training, health insurance, membership due and subscriptions, and other expenses.

**Public Safety Supports:** This category is for ammunition for officer issued weapons, purchase of weapons, uniform purchases and cleaning, and crime watch activities

### **Police Department Related Expenses**

- This category covers costs associated with vehicle maintenance fingerprinting gasoline, air cards for vehicle laptops, and radio repairs in police vehicles.
- Capital Outlay includes costs for the lease police cruisers purchased during FY 2019 and Expected costs from New Vehicle Purchases in FY20 and 21.

### **Building Maintenance and Repairs**

- This category covers the routine building maintenance and repairs (covered under the Neighborhood Services Department) and also lists the anticipated costs for utility payments.

**COVID Expenses:** Line Items for Items approved in the recent grant from the County.



# POLICE DEPARTMENT

*FY 2021 Revised Draft*

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed Budget
Total Salaries & Benefits	936,696.76	936,500
Total General Expenses (PS Supports)	126,750.00	106,750
Total Fleet Expenses	146,800.00	145,800
Total Building & Maintenance & Repairs Expenses	11,650.00	12,150
Total COVID Grant Expenses	0	116,300
Total Police Department	\$1,221,896.76	\$1,256,000

# POLICE DEPARTMENT

*Revised Draft Detail*

DPT	LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
PSD	Police Department		
PSD	Salaries & Benefits		
PSD	55020 - Salary Police Dept	757,000.00	735,000
PSD	55019 - Payroll Taxes	60,560.00	55,000
PSD	TBD- COVID- Fringe Expenses		4,300
PSD	55017 - Salaries Overtime	45,010.68	30,000
PSD	TBD- COVID- Overtime		17,500
	TBD- COVID - Hazard Pay		22,000
	TBD- COVID- Community Officer		21,000
PSD	50350 - Salaries Special Pay		0
PSD	55015- Life Insurance	1,000.00	1,000
PSD	55016 - Health Insurance	66,126.08	58,500
PSD	55018 - ICMA Contributions	7,000.00	10,000
PSD	Total Salaries & Benefits	936,696.76	889,500

PSD	General Expenses		
PSD	55003 - Training Police Officers	8,000.00	6,000
PSD	55013 - Red Light Camera Exp	-	0
PSD	55002 - Computer Support	3,500.00	1,000
PSD	55115 - Speed Camera Expense	55,000.00	35,000
PSD	55004 - Weapons	3,000.00	2,000
PSD	55006 - Ammunition	5,000.00	2,000
PSD	55005 - Uniform Purchases	15,000.00	15,000
	TBD- COVID - Santintaion Expenses	1,500.00	7,500
PSD	53750 - Uniform Cleaning		
PSD	55001 - Professional Development	1,500.00	1,500
PSD	55007 - Fingerprinting Exp	10,000.00	7,500
	TBD- COVID- PPE Expenses		21,000
	TBD- COVID- Toughbooks		12,000
PSD	55008 - Office Supplies	6,000.00	6,000
PSD	55009 - Equipment Rental	13,200.00	13,200
PSD	55010 - Police Chief Exp	1,500.00	1,500
PSD	55011 - Dues & Subscriptions	550.00	550
PSD	55012 - Crime Watch	500.00	500
PSD	55014 - Telephone & Faxes	2,500.00	2,500
PSD	Total General Expenses	126,750.00	94,250

# POLICE DEPARTMENT

## *Revised Draft Budget*

DPT	LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
	Furniture**		
PSD	Building Maintenance & Repairs Expenses		
PSD	55028 - Equipment and Tools	4,000.00	3,500
PSD	52100 - Building/Repair		1,000
PSD	55032 - Electricity	4,000.00	4,000
PSD	55029 - Gas Heating	1,400.00	1,400
PSD	52410 - Pest Control		0
PSD	55030 - Alarm Security	1,500.00	1,500
PSD	55031 - WSSC Water	750.00	750
PSD	Total Building Maintenance & Repairs Expenses	11,650.00	12,150
PSD			
PSD	Vehicle Related Expenses		
PSD	55026 - Vehicle Maintenance	27,000.00	25,000
PSD	55024 - Capitol Outlay	50,000.00	60,000
PSD	TBD- COVID- Vehicle Modification		11,000
PSD	55023 - Radio Repairs Police Car	1,000.00	1,000
PSD	55022 - Vehicle Accidents	2,000.00	2,000
PSD	55025 - Gasoline Vehicles	51,000.00	40,000
PSD	55021 - Air Cards	6,000.00	6,000
PSD			
PSD	55027-GPS	9,800.00	9,800
PSD	Total PD Fleet Related Expenses	146,800.00	143,800
PSD			
PSD	COVID GRANT EXPENSE TOTAL		116,300
PSD	BJAG Expense	-	
PSD	Total PD Grant Expenses		
PSD	Total Police Department	1,221,896.76	1,256,000

# NEIGHBORHOOD SERVICES

*Expenses FY 2021*

**Salaries and Benefits:** This category covers the expenditures associated with salaries and benefits for the director and staff. It includes overtime for the laborer staff for inclement weather events, and special events hosted by the Town. It also covers a training budget for the director and support staff including the laborers, health insurance premiums, and renovations and repairs to the Town Hall.

**Staff Support Expenses:** This category covers costs associated with membership dues and subscriptions.

**Building Maintenance Expenses:** This category covers some of the for the building maintenance for all three governmental facilities – i.e., Town hall, police station and NSD trailer. The section also lists the costs anticipated for utility payments, pest control security alarm, and telephone.

**Fleet Services:** This category lists the anticipated costs for gas and oil, vehicle maintenance, and capitol outlay. Costs are anticipated for Capitol Outlay because of anticipated vehicle purchases for PSA.

**Maintenance Items:** This category covers the routine costs for equipment and tools replacement and repair, landscaping services on Town owned land, charges for use of the County Landfill, routine materials and supplies, traffic signs, snow and ice removal, street maintenance and tree cutting removal.

**COVID Expenses:** Line Items for Items approved in the recent grant from the County.

# NEIGHBORHOOD SERVICES

*FY 2021 Revised Draft*

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed Budget
Total Salaries & Benefits	563,480.62	
Total General Expenses	23,750.00	15,750
Total Fleet Expenses	80,716.00	65,000
Total Building & Maintenance & Repairs Expenses	218,673.00	200,750
Total Other Dept/Town-Wide Services /COVID	378,000.00	402,000
<b>Total NSD</b>	<b>\$1,264,619.62</b>	<b>\$1,228,500</b>

\*\* Now in Grants budget

# NEIGHBORHOOD SERVICES

## *Revised Draft Budget*

DPT	LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
	Neighborhood Department		
NSD	Salaries & Benefits		
NSD	56301 - Salaries	455,583.91	445,000
	COVID - Hazard Pay		3,000
NSD	56302 - Payroll Taxes	36,446.71	31,000
NSD	56304 - Salary Overtime	12,500.00	12,500
NSD	56303 - ICMA Contributions	7,000.00	7,000
NSD	56305 - Health Insurance	51,950.00	49,500
NSD	Total Salaries & Benefits	563,480.62	545,000
NSD			
NSD	General Expenses		
NSD	56403 - Professional Development	10,000.00	5,000
NSD	56402 - Dues & Subscriptions	750.00	750
NSD	56401 - Uniform purchases	5,000.00	5,000
	COVD - PPE Expenses		3,000
NSD	56404 - Special Projects	8,000.00	5,000
NSD	Total General Expenses	23,750.00	15,750

NSD	Building Maintenance & Repairs Expenses		
NSD	56101 - Capital Improvements	30,000.00	15,000
NSD	56106 - Building Maintenance	10,000.00	10,000
NSD	52200 - Electricity		0
NSD	56105 - Gas Heating	250.00	250
NSD	52410 - Pest Control		0
NSD	56104 - Alarm Security	1,300.00	1,300
NSD	56113- Aircards	1,500.00	1,800
NSD	56103 - WSSC Water	400.00	400
NSD	56102 - Equipment & Tools	4,000.00	25,000
NSD	56107 - Equipment Repairs	3,000.00	7,500
NSD	56108 - Landscaping Services	27,223.00	1,000
NSD	56109 - Landfill Charges	5,500.00	5,500
NSD	56110 - Materials & Supplies	18,000.00	30,000
NSD	COVID - PPE	-	
NSD	56111 - Mosquito Control	2,000.00	2,000
NSD	56112 - Speed Control Devices	3,000.00	1,000
NSD	COVID - Santintaion Expenses	-	12,500
NSD	56114- Storage Facility	2,500.00	5,000
NSD	56330 - Signage Traffic	15,000.00	10,000
NSD	56340 - Snow & Ice Removal	35,000.00	35,000
NSD	56360 - Street Maintenance	30,000.00	25,000
NSD	56116 - Tree Cutting/Removal	30,000.00	25,000
NSD	Total Building Maintenance & Repairs Expenses	218,673.00	200,750

# NEIGHBORHOOD SERVICES

*Revised Draft Budget*

DPT	LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed
NSD	Fleet Services		
NSD	56201 - Gas & Oil	15,000.00	17,500
NSD	56202 - Vehicle Maintenance	15,000.00	7,500
	COVID - Vehicle Item Call A Bus		1,500
NSD	56203 - Capitol Outlay	50,716.00	40,000
NSD	Total Fleet Services	80,716.00	65,000
NSD			
NSD	Other Dept/Town-Wide Services		
NSD	56004 - Sanitation - Trash Pick Up	295,000.00	295,000
NSD	56003 - Street Lighting	70,000.00	70,000
NSD	56002 - Code Abatements Exp	13,000.00	20,000
NSD	56001- Property Acquisitions	-	
NSD	COVID Expenses Total		17,000
NSD	Total Other Dept/Town-Wide Services /COVID	378,000.00	402,000
NSD	Total Neighborhood Department	1,264,619.62	1,228,500

# GRANT SUMMARY PAGE

*Past, Current and Future Grants – REVISED DRAFT*

Grant Name	Funding Agency	Award Year	Request Amount	Awarded Amount	Reimbursement Requests	Match	Project Description/Updates	Status
CDBG PY 43	Prince George's County	2016	\$175,000	\$175,000	YES	NO	<b>Street Improvements:</b> This project appears in FY19 /FY 20 budgets but, it looks like the majority of the expenses were completed. This will be removed in FY 21	Completed - Closed Grant
CDBG PY 44	Prince George's County	2017	\$217,000	\$201,000	YES	NO	<b>Street Improvements Mentor Avenue:</b> This project appears in FY19 /FY 20 budgets but, half of the expenses have been completed and reimbursement requests have been made for @142K. Detail sheet has been completed on this grant.	In Progress - Construction Underway
Community Legagcy	DCHD	2017	\$217,000	\$201,000	YES	NO	Green Street Planning: Aquistion, Housing, Demolition of properties	Awarded - No Funds Spent
Community Legagcy	DCHD	2018	\$250,000	\$100,000	NO	NO	Aquistion, Housing, Demolition of properties	Awarded - No Funds Spent
Community Legagcy	DCHD	2019	\$43,619	TBD	NO	NO	Gateway Project - Toliets	Applied Waiting for Response
CDBG PY 45	Prince George's County	2018	\$400,000	\$400,000	NO	NO	<b>Street Improvements:</b> Green Street project - Chamber, Cap. Hts. Blvd	Awarded - No Funds Spent
CDBG PY 45-R	Prince George's County	2019	\$35,000	TBD	NO	NO	<b>Engineering Services:</b> Engineering study of hillside below Mentor Avenue	Applied Waiting for Response
Census Grant	US Census	2019	\$10,000	\$9,000	NO	NO	<b>Marketing Grant:</b> These funds can be used marketing.	Awarded - No Funds Spent
MD-VW Mitigation Funds	DOE	2019	\$282,384	TBD	NO	NO	Diesel/Electric Vehicles ( replacement of Call A Bus and other vehicles)	Pending Project
MD - Transportation Alternatives (TAP)	DOT	2019	\$250,000	TBD	YES	Unknown	For Green Street Project - Chamber, Cap. Hts. Blvd	Applied Waiting for Response
USDA Vehicle Grant	USDA	2020	\$35,000	TBD	NO	NO	Police vehicle purchases	Applied Waiting for Response

# GRANTS

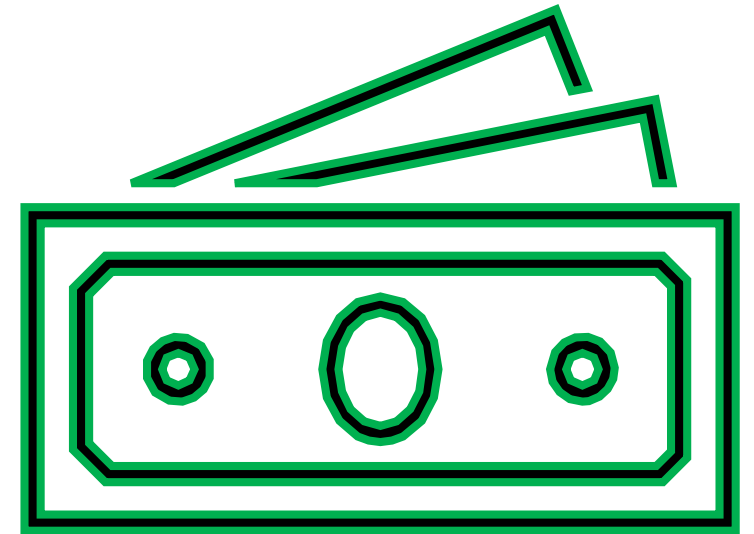
## *Revised Draft Budget*

LINE ITEM-DESCRIPTION	FY20 Approved Budget	FY2021 Proposed	MBH Notes
Grants			
42323-Building Construction Purchase	41,466.40	NA	Moved to Bond
51021 - Peg Expenses	10,000.00		This does not require a line item 0here
57200 - Community Legacy 2017	113,349.82	70,000	
57200 - Community Legacy 2018	100,000.00	100,000	
60002 Highway User Expenditures	-		This does not require a line item 0here
57110 - MD Bike Ways Grant	1,390.68		0Complete
42322 - 2019 Transportation Grant	Pending	Pending	
42313 - Bond Bill 2014	-		complete - DELETE
42321 - Bond Bill 2015	-		complete - DELETE
42398 - CDBG 43			complete - DELETE
TBD - USDA Grant	-		Vehicle Purchase PD
42329- CDBG PY 44	195,243.00	45,243	Partially Done
57202- Community Legacy 2019	100,000.00	100,000	
57204- Stormwater Stewardship	200,000.00	0	
TBD- COVID Grant			Expenses in Various Departments
TBD - GL Code for CDGB 45	400,000.00	400,000	
Total Grants	1,161,449.90	715,243	

# BOND EXPENDITURES

*FY 2021*

- **Proposed Changes:** Here are the expense codes that need to be added to budget and the recommendation to create a separate section of the Budget to track the Public Safety and Street Bond Improvement expenditures.
- **Process:** The Town can draw down the proceeds from the Bond for actual expenditures over a 20-year period. However, the Town must make a yearly payment.
- **Action Items:** Town Administration must submit FY 2020 expense to the state that have been paid. Proof of payment for eligible capital expenses is required for reimbursement.



# BOND EXPENDITURES FY 2021

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TBD - Modular Movement Expenses	\$60,000.00
TBD - Project Management Fees	\$75,000.00
TBD - Site Preparation Fees	\$70,000.00
TBD - Furniture and Fixtures	\$50,000.00
TBD - Other Site Related Fees	TBD
TBD - Streets Expenses	TBD
TBD - Bond Repayment Expenses	\$100,000.00
Total	\$355,000.00

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# NEXT STEPS

*FY 2021 Budget*

# NEXT STEPS

*FY 2021 Revised Budget – June 15, 2020*

## Council Actions

- Provide Feedback on draft and give direction on budget
  - Revised Numbers and Estimates
  - Make any other Changes

## Staff / Consultant Items

- Provide Council with Final Budget documents for approval.
  - Make any changes that are given by Council.
  - Next Hearing Date – June 22, 2020.

# THANK YOU

Michelle Bailey-Hedgepeth